

DOE ARRA Amended Local Plan – Cover Page

Due Date **October 30, 2009**

Email To **localplan@csd.ca.gov**

Contact for Questions

Agency Name	Plumas County CDC
Contact Person	David Mitchell
Title	Weatherization Coordinator
Phone Number	530-283-2466
Email	<u>dwk@plumascdc.org</u>

Participation Acceptance

Our agency is interested in participating in the DOE ARRA Program. We certify that we have the capacity to provide the required services within our service territory as outlined in the Local Plan.

Signature	
Name	David Keller
Title	Executive Director
Phone Number	530-283-2466
Email	<u>dwk@plumascdc.org</u>
Date	11-23-2009

CSD Approval

Approved by	
Approval Date	

DOE ARRA Amended Local Plan

Instructions	It is important to first read the DOE ARRA Local Plan Instructions provided as a separate document before completing this plan.	
General Plan	<p>Describe your current progress towards your local plan goals and ramp-up to increase capacity and outreach in anticipation of receiving the DOE ARRA Production contract.</p> <p>A full-time weatherization crew member has been added for a total of two crew members dedicated to weatherization installation. We have increased hours for two support staff and will add additional hours as necessary and will allocate some of our secretary's time if warranted.</p>	
	<p>In reviewing the amount of your allocation, will you be able to build capacity enough to accept and spend the total amount for your entire service area?</p> <p>Yes</p>	
	<p>If not, what % of the allocation can you accept?</p> <p>For multi-county agencies, will you have the capacity to spend funds proportionate to each county's allocation and meet the 50% threshold in each county by the required deadline?</p> <p>Yes</p>	
Outreach to Potential Clients	<p>Describe how you will increase your outreach efforts to reach the necessary number of low-income clients needed to meet your ARRA production goals. If you are a multi-county agency, describe how this will be accomplished in each county.</p> <p>Additional outreach materials are being prepared and will be disseminated to our extensive network of Community Based Organizations in each County that serve the weatherization eligible target population in addition to public agencies serving the same population. Posters will be prominently displayed in each population center along with extensive use of newspaper and radio advertising.</p>	
	<p>Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, potential partners, marketing plans, etc.,</p> <ol style="list-style-type: none">1. Develop printed materials (brochures, posters) for distribution.2. Develop newspaper ads and radio copy.3. Contact all multi-family properties.4. Market directly to all Housing Choice Voucher (Sec 8) households.5. Develop Web page(s) directly targeting program.	

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

Printed materials are in process and should be completed by mid September. Distribution to CBO's and public agencies will take place in September. Media advertising will begin in September. Direct marketing to multi-family and Sec 8 tenants will wait until we are able to begin production. Agency Web site is under development (that will contain specific Wx information) and should be operation in September.

Outreach to Elected Officials

Describe how you will increase your outreach efforts to educate, and possibly partner with, your local elected officials. If you are a multi-county agency, describe how this will be accomplished in each county.

We are a public agency and our governing Board consists of the five Plumas County Supervisors. We have at least two hours of "face time" with them each month (more than County Department heads). They are intimately involved in every aspect of the Agency business. Consequently they are well versed in the Energy and Weatherization Programs.

The Agency also serves as the Lassen-Plumas-Sierra Community Action Agency. The CAA Advisory Board consists of 6 members from each county with a County Supervisor from each county on the Board. We are able to effectively communicate with the elected officials in Sierra County through the Sierra representative on the CAA Board and intend to make a presentation at a Sierra County Board meeting in the near future. In addition, we intend to appear of the city councils of the only two incorporated cities in our service area: Portola (Plumas) and Loyalton (Sierra).

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, contact people, etc.

1. Continue to communicate and coordinate with elected officials in Plumas and Sierra Counties.
2. Make presentations to the Sierra Board of Supervisors, and the cities of Portola and Loyalton.

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

1. Communication with elected officials in Plumas and Sierra Counties is ongoing.
2. Presentations before the Sierra County Board and the city councils have not been scheduled.

Outreach to Potential Partners and Community

Describe how you will increase your outreach efforts to educate and inform the community at large and create an environment that fosters partnerships in your local community. If you are a multi-county agency, describe how this will be accomplished in each county.

As has been said our Agency has contacts in both the counties of our service area by means of our relationships with an extensive network of Community Based Organizations in addition to many community contacts as a part of its work as the Plumas County Community Development Commission, the Plumas County Housing Authority and the Lassen-Plumas-Sierra Community Action Agency. We also will make presentations and disseminate information to community service groups and faith-based organizations.

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, contact people, etc.

1. Communicate with and disseminate outreach materials the Community Based Organizations.
2. Contact and schedule presentations with community services groups and faith-based organizations.

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

As stated above, outreach to CBO's will begin in September.

Community service groups and faith based organization contact will begin in September with presentations at mutually agreeable dates and times.

Quality Assurance

For each question in this section, provide a comprehensive narrative on your current processes and what changes you will make to increase the oversight of program staff and subcontractors to ensure that:

Only eligible households are served and that priority will be given to vulnerable populations and those with high energy burden per DOE regulations.

We have a computerized point-based priority system in place that places vulnerable and high energy burdened populations ahead of other applicants. Eligibility is carefully checked, reviewed and documented per CSD guidance. We have just sent our weatherization support staff to additional ServTraq training.

Only feasible measures are installed; all measures billed to CSD were installed, and workmanship meets CSD standards.

Our senior crew chief is thoroughly trained and has been with the Agency for over 20 years. Our new crew member will be receiving the CSD mandated basic weatherization training in May, and has extensive prior experience in construction and housing rehab.

We will be tasking our Senior Operations Manager with both

overseeing and conducting quality control inspections to assure that only feasible measures will be installed, billed measures were installed and that workmanship meets CSD standards. We will utilize our two person crew to cross check each other under the supervision of the Operations Manager and who will closely monitor our newest crew member. He will also directly inspect a representative sample of weatherized units.

All records meet CSD standards, billing is accurate and truthful, and reports are submitted on time.

As has been said, support staff has just recently received additional training and the Senior Crew chief has extensive experience in producing accurate and complete files that are properly input into the computerized system. The computerized inventory system provides an audit trail for all material expenditures and charges to each job. The accounting department works closely with weatherization staff to create accurate financial reports. The accelerated reporting timeline will require some adjustments in our procedures to meet the required submission deadline.

Describe in detail the applicable Action Items that will need to be addressed in order to achieve compliance in the above three areas. Specify how these action items will be achieved through the concepts of who is responsible, how and when the actions will occur, and why the action is important.

1. Additional training will be needed to fully understand the changes in eligibility, income and any other new features of the program. This is especially important since the Agency has been administering the Weatherization Program for many years and we will need to be clear on new policies and procedures. Both support staff and crew members will be directly affected.
2. The Finance Department, specifically the Finance Director has instituted changes in financial reporting to accommodate the required ARRA deadlines.

Workforce Development

Enter the total number of in-house employees currently working in CSD weatherization and HCS programs in the following positions. Count each employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	2
Program Management	1
Program Support	2
Intake	1

Outreach	2
Other -	0

Enter the total number of subcontracted employees currently working in CSD weatherization and HCS programs in the following positions. Count each subcontracted employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	0
Program Management	0
Program Support	0
Intake	0
Outreach	0
Other -	0

Describe your plans for building up your in-house workforce to meet the capacity needed to perform the ARRA program.

See the discussion under General Plan

Describe how you will develop partnerships with local workforce investment advocates in order to achieve the objectives outlined above.

We have an excellent ongoing relationship with our local workforce investment Board and cooperate and collaborate on many issues. The stand ready to provide internships and job training should the need arise.

Provide a timeline that corresponds to the above workforce development plan.

Not Applicable

Describe your plans for building up your workforce by outsourcing to meet the capacity needed to perform the ARRA program.

As has been mentioned, we intend to make extensive use of our existing pool of subcontractors for specialty work. We have received numerous calls from subcontractor inquiring about the program, so we have an eager and motivated workforce to tap.

Describe your action plan for outsourcing, including a description of the RFQ/bidding process, how interested parties will be informed of this opportunity, and provide a timeline for aligning subcontractors to provide timely delivery of services. Also describe your action plan for oversight of subcontractors.

1. Develop subcontractor agreement (part of recent CSD audit requirement)
2. Develop RFP/RFQ (including specific ARRA requirements for training).
3. Advertise opportunity in the newspaper and direct market to known pool of interested contractors.
4. Based on responses, select "eligible" pool of specialty contractors.
5. Secure any needed training.
6. Develop system of assigning contractors to job, if "pool" contains more than one contractor per discipline.
7. Serve as "liaison" between customer and contractor
8. Inspect work as part of 100% post inspection requirement

If you are not outsourcing any of your workforces, explain why.

Other Subcontracting

Describe your plans for procuring of material goods and services from third parties, how the agency plans to inform interested parties within the local community of subcontracting opportunities, and your action plan for oversight of subcontractors.

We will follow Agency guidelines for procuring goods and services using either informal procedures for small purchases, or formal solicitations with large purchases.

We will advertise locally or directly solicit firms as needed.

Vehicle & Equipment over \$5,000 per Unit

If you are planning on charging any portion of vehicle and equipment purchases to ARRA, enter the following information related to these purchases. This will require DOE approval.

Item	Quantity	Est. Cost
Not Applicable		

Barriers

Identify any barriers that you feel you may face in meeting the requirements of ARRA (subcontracting, workforce development, outreach & marking, quality assurance and oversight, compliance with DOE requirements, fiscal requirements and reporting, performance).

The Weatherization Program in one form or another (LIHEAP, DOE, PG&E) has been a fixture in the Plumas and Sierra counties for over 25 years. We have accomplished significant market penetration and it will be interesting to see the results of our outreach efforts in producing an adequate housing stock eligible for weatherization. Subcontractors may not be interested in participating due to Davis-Bacon requirements.

Describe what assistance you will need from CSD

Rely upon Webinars and communications from CSD to provide guidance and clarification of navigating the ever-changing ARRA world.

Attached Document Checklist

Document	Attached?
Ramp Up Schedule	Yes
Field Staff Training Logs for Agency Staff & Subcontractors	Yes
Diagnostic Equipment Log	Yes
Disclosure of Findings	See Memo
Disclosure of Legal Proceedings	See Memo

Comments

Enter any comments you wish to make relative to the Local Plan and ARRA.

DOE ARRA PRIORITY PLAN NARRATIVE

Outreach

Describe in narrative format the selection process for dwellings to be weatherized and the outreach methods to be utilized to assure that eligible households are made aware of the services through DOE ARRA or any similar energy-related assistance program.

Dwellings are selected for weatherization by a point system Priority Plan:

Section 1 - Federal Poverty Groups

Required	From	To	Points
Range 1:	Under 75%		5
Range 2:	75%	100%	4
Range 3:	101%	125%	3
Range 4:	126%	150%	2
Range 5:	Over 150%		1

Section 2 - Energy Burden Ranges and Points

Required	From	To	Points
Range 1:	0%	10.00%	1
Range 2:	10.01%	20.00%	2
Range 3:	20.01%	30.00%	3
Range 4:	30.10%	150.00%	4
Optional	From	To	Points
Range 5:	%	%	
Range 6:	%	%	

Section 3 - Vulnerable Populations

Required	Points
Elderly (60 Years or Older)	15
Disabled	10
2 Years or Under	10
3 Years through 5 Years	10

Section 4 - Agency Defined

	Points
1. Life Threatening	20
2. Working Poor	5
3. Receives Assisted Housing	-5
4. Veteran	2
5. Receipt of EA Payments	2
6. Never Weatherized	5

Special outreach has not been deemed necessary in the past, since the waiting list always exceeds funds available. But with the increase in funding, we intend to begin an outreach campaign that will correspond to our priority plan in an attempt to reach those high priority households, low-income, vulnerable populations (seniors, disabled, households with small children). In addition we will be making a special effort the more remote regions of our service area, especially in Sierra County. All program information will be available via the Agency website (www.plumascdc.org) with a downloadable application.

Reweatherization

Describe in narrative format your selection process to ensure compliance with the DOE ARRA Reweatherization Policy when providing services to dwellings previously weatherized from September 30, 1994 and earlier.

Potential DOE units will be screened by means of a 5 year database of weatherized units in addition to the "human database" of a 20 year weatherization staff member. Past DOE funding has been extremely limited supporting approximately 5 units per year, so the universe of weatherized DOE units is extremely limited.

Client Education

Describe in narrative format a description of how your client education services will be provided to include needs assessments, budget education/counseling, energy conservation and weatherization measures education. Describe how your activities are designed to target households that have not been previously serviced under a LIHEAP or DOE Weatherization program.

Contractor will distribute to all recipients of energy assistance services funded by this Agreement information concerning:

- Energy conservation measures and their effect on utility costs
- Utility company budget plans
- Reduced rate program information (such as CARE)
- General money management and budgeting tips

Staff will assist any potentially eligible reduced rate program client with the application process.

If appropriate, clients will be referred to the County or City Community Development Block Grant Home Repair Program. Energy services will be closely coordinated and piggybacked with the repair program when feasible to assure the most efficient use of resources.

Training and Technical Assistance

Describe in narrative format a description of how you will provide Training and Technical Assistance to your administrative and program staff.

CSD has provided extensive training for Agency staff. Additionally, we are involved in peer to peer training with other network partners.

Leveraging

Describe in narrative format how you will leverage DOE ARRA funds with other available program funds and how much leveraging you plan on coordinating.

When appropriate, LIHEAP funds are used to supplement DOE. In addition, weatherization services will be closely coordinated and piggybacked with the repair program when feasible to assure the most efficient use of resources.

State of California
Department of Community Services and Development
50% of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF
Maximum Allowable Line Item Amounts

County/Service Area	Contract Number	Total Allocation	Allowable Admin %	Allowable T&TA %	Allowable H&S %	Allowable Outreach %	Allowable Intake %	Allowable Client Ed %
Alameda Co.								
1 Area A - City of Berkeley	09C-1801	377,147	18,857	22,898	83,848	18,857	7,543	18,857
2 Area B - Spectrum Community Services, Inc.*	09C-1802	1,941,812	97,091	117,896	431,706	97,091	38,836	97,091
3 Amador/Tuolumne Service Area - Amador-Tuolumne CAA								
Amador		125,019	6,251	7,590	27,795	6,251	2,500	6,251
Calaveras		216,625	10,831	13,152	48,161	10,831	4,333	10,831
Tuolumne		220,183	11,009	13,368	48,952	11,009	4,404	11,009
Service Area Total	09C-1803	561,827	28,091	34,110	124,908	28,091	11,237	28,091
4 Butte Co. - CAA of Butte County, Inc.	09C-1804	985,949	49,297	59,861	219,198	49,297	19,719	49,297
5 Colusa Service Area - Glenn Co. Human Resource Agency								
Colusa		90,347	4,517	5,485	20,086	4,517	1,807	4,517
Glenn		125,723	6,286	7,633	27,951	6,286	2,514	6,286
Trinity		88,131	4,407	5,351	19,593	4,407	1,763	4,407
Service Area Total	09C-1805	304,201	15,210	18,469	67,630	15,210	6,084	15,210
6 Contra Costa Co. - Contra Costa Employment & Human Services	09C-1806	1,682,564	84,128	102,156	374,070	84,128	33,651	84,128
7 Del Norte Co. - Del Norte Senior Center	09C-1807	179,101	8,955	10,874	39,818	8,955	3,582	8,955
8 El Dorado Service Area - El Dorado Co. Dept. of Human Services								
Alpine		19,527	976	1,186	4,341	976	391	976
El Dorado		736,685	36,834	44,727	163,781	38,834	14,734	36,834
Service Area Total	09C-1808	756,212	37,810	45,913	168,122	37,810	15,125	37,810
9 Fresno Co. - Fresno Co. EOC	09C-1809	4,091,673	204,584	248,424	909,666	204,584	81,833	204,584
10 Humboldt Co. - Redwood CAA	09C-1810	784,680	39,234	47,641	174,451	39,234	15,694	39,234
11 Imperial Service Area - Campesinos Unidos, Inc.								
Imperial		370,564	18,528	22,499	82,384	18,528	7,411	18,528
San Diego - Area A		2,304,365	115,218	139,908	512,310	115,218	46,087	115,218
Service Area Total	09C-1811	2,674,929	133,746	162,407	594,694	133,746	53,498	133,746
12 Inyo Service Area - IMACA, Inc.								
Inyo		178,700	8,935	10,850	39,729	8,935	3,574	8,935
Mona		159,497	7,975	9,684	35,460	7,975	3,190	7,975
Service Area Total	09C-1812	338,197	16,910	20,534	75,189	16,910	6,764	16,910
13 Kern Co. - CAP of Kern	09C-1813	2,740,633	137,032	166,396	609,301	137,032	54,813	137,032
14 Kings Co. - Kings Community Action Organization, Inc.	09C-1814	494,379	24,719	30,016	109,911	24,719	9,888	24,719
15 Lake Service Area - North Coast Energy Services								
Lake		573,390	28,670	34,813	127,477	28,670	11,468	28,670
Marin		333,733	16,687	20,262	74,196	16,687	6,676	16,687
Mendocino		612,400	30,620	37,182	136,150	30,620	12,248	30,620
Napa		229,807	11,490	13,953	51,091	11,490	4,596	11,490
Solano		657,013	32,851	39,890	146,068	32,851	13,140	32,851
Sonoma		794,898	39,745	48,262	176,723	39,745	15,888	39,745
Yolo		632,069	31,603	38,376	140,523	31,603	12,641	31,603
Service Area Total	09C-1815	3,833,310	191,666	232,738	852,228	191,666	76,666	191,666
16 Lassen Co. - Lassen Economic Development Corporation	09C-1816	244,686	12,234	14,856	54,399	12,234	4,894	12,234
17 Area A - Decision Pending	09C-1817	4,649,215	232,461	282,275	1,033,620	232,461	92,984	232,461
18 Area B - Maravilla*	09C-1818	5,156,396	257,820	313,067	1,146,377	257,820	103,128	257,820
19 Area C - PACE	09C-1819	3,512,859	175,643	213,282	780,984	175,643	70,257	175,643
20 Area D - Decision Pending	09C-1823	5,720,273	286,014	347,304	1,271,739	286,014	114,405	286,014
21 Mariposa Co. - Mariposa Co. Dept. of Human Services								
22 Merced Service Area - Merced Co. CAA								
Madera		145,303	7,265	8,822	32,304	7,265	2,906	7,265
Merced		662,392	33,120	40,217	147,264	33,120	13,248	33,120
Service Area Total	09C-1824	942,804	47,140	57,242	209,606	47,140	18,856	47,140
23 Modoc Co. - Redwood CAA	09C-1825	1,605,196	80,260	97,459	358,870	80,260	32,104	80,260
24 Nevada Co. - Nevada Co. Dept. of Housing & Community Services	09C-1826	105,041	5,252	6,378	23,353	5,252	2,101	5,252
25 Orange Co. - CAP of Orange Co.	09C-1827	485,805	24,290	29,495	108,005	24,290	9,716	24,290
26 Placer Co. - Project Go, Inc.	09C-1828	2,997,522	149,876	181,993	668,413	149,876	59,950	149,876
27 Plumas Service Area - Plumas Co. CDC								
Plumas		498,516	24,926	30,267	110,831	24,926	9,970	24,926
Sierra		169,434	8,472	10,287	37,669	8,472	3,389	8,472
Service Area Total	09C-1829	25,069	1,253	1,522	5,574	1,253	501	1,253
		194,503	9,725	11,809	43,243	9,725	3,890	9,725

State of California
Department of Community Services and Development
50% of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF
Maximum Allowable Line Item Amounts

County/Service Area		Contract Number	Total Allocation	Allowable Admin	Allowable T&TA	Allowable H&S	Allowable Outreach	Allowable Intake	Allowable Client Ed
			\$	%	%	%	%	%	%
28	Riverside Co. - CAP of Riverside Co.	09C-1830	3,803,748	190,187	230,943	845,655	190,187	76,075	190,187
29	Sacramento Service Area - CRP, Inc.								
	Sacramento		3,263,118	163,156	198,119	725,461	163,156	65,262	163,156
	Sutter		318,268	15,913	19,323	70,758	15,913	6,365	15,913
	Yuba		327,082	16,354	19,859	72,717	16,354	6,542	16,354
	Service Area Total	09C-1831	3,908,468	195,423	237,301	868,936	195,423	78,169	195,423
30	San Bernardino Co. - CAP of San Bernardino Co.	09C-1832	4,473,529	223,676	271,608	994,561	223,676	89,471	223,676
31	San Diego Co. - Area B - MAAC	09C-1833	1,241,197	62,080	75,359	275,945	62,060	24,824	62,060
32	San Francisco Co. - EOC of San Francisco*	09C-1834	1,290,576	64,529	78,357	286,923	64,529	25,812	64,529
33	San Joaquin Co. - Dept. of Aging, Children's & Community Services	09C-1835	2,098,604	104,930	127,416	466,565	104,930	41,972	104,930
34	San Luis Obispo - EOC of San Luis Obispo Co.	09C-1836	563,173	28,159	34,193	125,205	28,159	11,263	28,159
35	San Mateo - CAA of San Mateo Co., Inc.*	09C-1837	898,120	44,903	54,529	199,671	44,906	17,962	44,906
36	Santa Barbara Co. - CAC of Santa Barbara Co.	09C-1838	876,382	43,818	53,208	194,834	43,818	17,527	43,818
	Santa Clara County								
37	Northern Area - Decision Pending		1,978,242	98,912	120,108	439,806	98,912	39,565	98,912
38	Southern Area - Decision Pending		123,142	6,157	7,477	27,377	6,157	2,463	6,157
39	Santa Cruz Service Area - Central Coast Energy Services								
	Monterey		1,062,636	53,132	64,517	236,247	53,132	21,253	53,132
	San Benito		112,951	5,648	6,858	25,111	5,648	2,259	5,648
	Santa Cruz		673,410	33,671	40,886	149,713	33,671	13,468	33,671
	Service Area Total	09C-1841	1,848,997	92,451	112,281	411,071	92,451	36,980	92,451
40	Shasta/Tehama Service Area - SHHIP, Inc.								
	Shasta		935,346	46,767	56,789	207,948	46,767	18,707	46,767
	Tehama		386,360	19,318	23,458	85,896	19,318	7,727	19,318
	Service Area Total	09C-1842	1,321,706	66,085	80,247	293,844	66,085	26,434	66,085
41	Siskiyou Co. - Great Northern Corporation	09C-1843	637,875	31,894	38,728	141,813	31,894	12,758	31,894
42	Stanislaus Co. - CVOC, Inc.	09C-1844	1,385,543	69,277	84,123	308,036	69,277	27,711	69,277
43	Tulare Co. - CSET, Inc.	09C-1845	2,047,686	102,384	124,324	455,245	102,384	40,954	102,384
44	Ventura Co. - Community Action of Ventura Co., Inc.	09C-1846	996,103	49,805	60,478	221,455	49,805	19,922	49,805
TOTALS			76,555,000	3,827,749	4,648,000	17,019,820	3,827,749	1,531,100	3,827,749

** Contract on hold pending outcome of enforcement action
 Decision Pending = CSD seeking new contractor for service area*

RAMP UP SCHEDULE

Agency: Plumas County CDC

Must be 50% spent
out by 9/30/10

Must be 50% spent
out by 9/30/10

RAMP UP SCHEDULE

Agency: Plumas County CDC

	2009	2010	2011	2012
Total Expenditures by Count	1	2	3	4
Total	7/1-9/30 10/1-12/31 1/1-3/31 4/1-6/30 7/1-9/30	10/1-12/31 1/1-3/31 4/1-6/30 7/1-9/30	10/1-12/31 1/1-3/31 4/1-6/30 7/1-9/30	10/1-12/31 1/1-3/31 4/1-6/30 7/1-9/30
Other -	0	0	0	0
Total	1	1	0	0
Job Creation - Subcontract Total	7/1-9/30 10/1-12/31 1/1-3/31 4/1-6/30 7/1-9/30	10/1-12/31 1/1-3/31 4/1-6/30 7/1-9/30	10/1-12/31 1/1-3/31 4/1-6/30 7/1-9/30	10/1-12/31 1/1-3/31 4/1-6/30 7/1-9/30
Basic Weatherization	0	0	0	0
Specialty	2	0	1	0
Other -	0	0	0	0
Other -	0	0	0	0
Total	2	0	1	0
Vehicle & Equipment Purch Total	7/1-9/30 10/1-12/31 1/1-3/31 4/1-6/30 7/1-9/30	10/1-12/31 1/1-3/31 4/1-6/30 7/1-9/30	10/1-12/31 1/1-3/31 4/1-6/30 7/1-9/30	10/1-12/31 1/1-3/31 4/1-6/30 7/1-9/30
Vehicles	0	0%	0%	0%
Equipment -	0	0%	0%	0%
Equipment -	0	0%	0%	0%
Equipment -	0	0%	0%	0%
Equipment -	0	0%	0%	0%
Total	0	0	0	0

Instructions

Expenditures by County -

- Enter the name of each county in your service territory on separate lines.
- For each county, enter the percentage of funds you plan to expend by the end of each quarter.

Unit Production By County -

- Enter the name of each county in your service territory on separate lines.
- For each county, enter the number of units you plan to complete by the end of each quarter.

Job Creations - Agency -

- Enter the number of employees by category that you estimate will be hired each quarter.
- Categories - If a new hire fits into more than one category, count the person only once. Place them in the category that requires the most training per the proposed training coursework in the instructions.

Job Creations - Subcontractors

- Enter the estimated number of jobs that will be created by contracting with subcontractors for both basic wx and specialty work.
- To help determine the number of jobs, base your estimate as if you were doing a direct hire rather than subcontracting.
- Enter the quantity of vehicles and equipment in the quarter you are planning to make the purchases even if only a portion of the purchase will be charged to ARRA.

RAMP UP SCHEDULE

Agency: Plumas County CDC

	2009	2010	2011	2012
Total Expenditures by Court	11 - 9/30 10/1 - 12/31	21 - 3/31	4 - 7/1 - 9/30	5 - 10/1 - 12/31
Total	71 - 9/30 10/1 - 12/31	11 - 3/31	4/1 - 6/30	7/1 - 9/30

Note: Although this sheet is protected, there is no password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.

FIELD STAFF TRAINING LOG

Agency Name: Plumas County Community Development Commission

Subcontractor Name:

Employee Name	Hire Date	Basic Wx	CAS	Blower Door	Duct Blaster	Environ Hazard	Lead-Safe	HUD-read	Safe Wx	Performs Unit Assessments?
										Crew Leaders (Journeymen)
										David Mitchell
										04/22/83
										Training Date Provider
										04/15/91 STC
										Training Date Provider
										08/23/91 STC
										Training Date Provider
										05/15/03 STC
										Training Date Provider
										05/15/03 STC
										Training Date Provider
										02/19/03 On-Site
										01/18/02 Other
										Yes
										Crew Members (Apprentices)

Employee Name	Hire Date	Training Date	Basic Wx	CAS	Blower Door	Duct Blaster	Environ Hazard	Lead-Safe Wx	HUD Lead-Safe Wx	Performs Unit Assessments?
Steven Burkman	04/17/03	Provider	05/08/09	STC	STC	STC	STC			No
		Training Date								
		Provider								
		Training Date								
		Provider								
		Training Date								
		Provider								
		Training Date								
		Provider								
		Training Date								
		Provider								
		Training Date								
		Provider								

Instructions

Complete this form for your agency and include all current weatherization and HCS employees who work on CSD programs.
 Complete a separate form for each subcontractor who currently performs basic weatherization services for your agency. Do not complete a form for subcontractors who are CSD service providers.

Categorize employees by their primary job function. Count each part-time employee as one.

Provider key -

- Please use one of the following choices when entering a provider:

Use	For
STC	PG&E Energy Training Center in Stockton
SB	San Bernardino Energy Training Center
In-house	Provided at the agency by another agency employee
Onsite	Onsite training provided by RHA
Other	Any other type of provider not listed

Performs Unit Assessments? -

- Place an X by any employee who performs assessments you consider to be the primary assessment of the dwelling.

Note: Add more lines when necessary. The form is protected without a password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect

DIAGNOSTIC EQUIPMENT LOG

Agency: Plumas County Community Development Commission

Chitwan
District

DIAGNOSTIC EQUIPMENT LOG
Agency: Plumas County Community Development Commission

Blower Doors & Duct Blasters -

- Date Gauge Last Sent to Manufacturer? - Enter the date that the gauge was last sent to the manufacturer for any reason. If you have not sent the equipment to the manufacturer since you acquired it, enter "N/A".

Future Purchases -

- Be certain to answer this question after each type of equipment. This will help CSD in negotiating some bulk purchase rates.

Note: Add more lines when necessary. The form is protected without a password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.

**PLUMAS COUNTY
COMMUNITY DEVELOPMENT COMMISSION**

Memo

Date: August 24, 2009

To: Community Services & Development

From: David Keller, Executive Director, Plumas County Community Development Commission

RE: Attachment to Plumas County Community Development DOE ARRA Local Plan

The Plumas County Community Development Commission has no outstanding audit findings of any of its programs and has no current, pending, or anticipated litigation.

State of California
 Department of Community Services and Development
 DRAFT Example of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF
 Administration, Training & Technical Assistance, and Health & Safety

County/Service Area	A 100% Allocation	B Allowable Admin	C Allowable T&TA	D Allowable H&S	A 50% of Total		B Allowable Admin		C Allowable T&TA		D Allowable H&S	
					(A-B-C)%	(A-B-C)25%	(A-B-C)%	(A-B-C)25%	(A-B-C)%	(A-B-C)25%	(A-B-C)%	(A-B-C)25%
Alameda Co.	757,496	37,875	48,056	167,891	378,748	18,937	24,028	83,946	378,748	18,937	24,028	83,946
1 Area A - City of Berkeley	3,900,107	195,005	247,424	884,420	1,950,054	97,503	123,712	432,210	1,950,054	97,503	123,712	432,210
2 Area B - Spectrum Community Services, Inc.												
3 Amador/Tuolumne Service Area - Amador-Tuolumne CAA	251,099	12,555	15,930	55,654	125,550	6,278	7,965	27,827	125,550	6,278	7,965	27,827
Amador	435,089	21,754	27,602	96,433	217,545	10,877	13,801	48,217	217,545	10,877	13,801	48,217
Calaveras	442,235	22,112	28,056	98,017	221,118	11,056	14,028	49,009	221,118	11,056	14,028	49,009
Tuolumne	1,128,423	56,421	71,588	268,001	564,213	28,211	35,794	125,052	564,213	28,211	35,794	125,052
Service Area Total	1,980,267	99,013	125,829	438,906	990,134	49,507	62,815	219,453	990,134	49,507	62,815	219,453
4 Butte Co. - Butte County, Inc.												
5 Colusa Service Area - Glenn Co. Human Resource Agency	181,461	9,073	11,512	40,219	90,731	4,537	5,756	20,110	90,731	4,537	5,756	20,110
Colusa	252,513	12,626	16,020	55,987	126,257	6,313	8,010	27,894	126,257	6,313	8,010	27,894
Glenn	177,010	8,851	11,280	39,232	88,505	4,425	5,615	19,616	88,505	4,425	5,615	19,616
Trinity	610,984	30,550	38,762	135,418	305,483	15,275	19,381	67,709	305,483	15,275	19,381	67,709
Service Area Total	3,379,410	168,971	214,391	749,012	1,689,705	84,485	107,196	27,508	1,689,705	84,485	107,196	27,508
6 Contra Costa Co. - Contra Costa Employment & Human Services	359,723	17,986	22,821	79,729	179,882	8,993	11,411	3,865	179,882	8,993	11,411	3,865
7 Del Norte Co. - Del Norte Senior Center												
8 El Dorado Service Area - El Dorado Co. Dept. of Human Services Alpine	39,219	1,961	2,488	8,693	19,610	981	1,244	346	19,610	981	1,244	346
El Dorado	1,479,624	73,981	93,868	327,944	739,812	36,981	47,272	1,972	739,812	36,981	47,272	1,972
Service Area Total	1,518,843	75,942	96,356	3,638	759,422	497	578	1,972	759,422	497	578	1,972
9 Fresno Co. - Fresno Co. EOC	8,218,077	410,904	521,3	1,454	410,904	521,3	1,454	1,318	410,904	521,3	1,454	1,318
Humboldt Co. - Redwood CAA	1,576,020	78,80	99,9	3,3	78,80	0	0	0	78,80	0	0	0
11 Imperial Service Area - Campesinos Unidos, Inc.	744,274	37,2	46	1	744,274	37,2	46	154	744,274	37,2	46	154
Imperial	1,231,4	1231,4	1231,4	1	1,231,4	1231,4	1231,4	1	1,231,4	1231,4	1231,4	1
San Diego - Area A	1,268,5	268,5	268,5	1	1,268,5	268,5	268,5	1	1,268,5	268,5	268,5	1
Service Area Total	3,191	171	171	1	3,191	171	171	1	3,191	171	171	1
12 Inyo Service Area - IMACA, Inc.	16,167	120,323	71,002	179,458	8,973	11,385	39,775	35,501	8,973	11,385	39,775	35,501
Inyo	33,963	43,093	150,552	339,632	16,982	8,008	10,162	35,501	16,982	8,008	10,162	35,501
Mono	275,226	349,210	1,220,023	2,752,265	137,613	174,606	75,276	610,012	137,613	174,606	75,276	610,012
Service Area Total	4,521	49,648	62,993	220,079	496,478	24,824	31,497	110,039	496,478	24,824	31,497	110,039
13 Kern Co. - CA Dept. of Social Services	1,151,648	57,582	73,061	255,251	575,824	28,791	36,531	127,636	575,824	28,791	36,531	127,636
Kings Co. - CA Dept. of Social Services	670,299	33,515	42,524	148,565	335,150	16,758	21,262	74,233	335,150	16,758	21,262	74,233
Lake Co. - CA Dept. of Social Services	1,229,988	61,500	78,032	272,617	614,988	30,750	39,016	136,398	614,988	30,750	39,016	136,398
Marin	461,586	23,078	29,292	102,302	230,783	11,539	14,641	51,151	230,783	11,539	14,641	51,151
Napa	1,319,602	65,980	83,716	292,477	659,801	32,990	41,858	146,238	659,801	32,990	41,858	146,238
Solano	1,596,543	79,827	101,285	353,858	798,272	39,914	50,643	176,929	798,272	39,914	50,643	176,929
Sonoma	1,269,503	63,475	80,538	281,373	634,752	31,738	40,269	140,686	634,752	31,738	40,269	140,686
Yolo	7,699,159	384,957	488,438	1,706,441	3,849,581	192,480	244,220	853,220	3,849,581	192,480	244,220	853,220
Service Area Total	491,448	24,572	31,178	108,925	245,724	12,286	15,569	54,462	245,724	12,286	15,569	54,462

State of California
Department of Community Services and Development
DRAFT Example of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF
Administration, Training & Technical Assistance, and Health & Safety

County/Service Area	A 100% Allocation	B Allowable Admin	C Allowable T&TA	D Allowable H&S	A		B		C		D		
					50% Allocation	5% Allocation	5% Allocation	6% Allocation	5% Allocation	6% Allocation	5% (A-B-C)25%	6% (A-B-C)25%	
Los Angeles Co.													
17 Area A - CES	9,337,892	466,895	592,400	2,069,649	4,668,946	233,447	296,200	1,034,825					
18 Area B - Maravilla	10,356,556	517,828	657,026	2,295,426	5,178,264	258,913	328,510	1,147,710					
19 Area C - PACE	7,055,536	352,777	447,606	1,563,758	3,527,768	176,388	223,803	781,894					
20 Area D (To be divided among CES, Maravilla & PACE)													
CES (Interim)	3,699,611	184,981	284,705	819,981	1,849,806	92,490	117,352	409,991					
Maravilla (Interim)	3,869,306	193,465	245,470	857,563	1,934,653	96,733	122,735	428,796					
PACE (Interim)	3,920,183	196,009	248,698	868,859	1,960,092	98,005	124,349	434,435					
Service Area Total	11,469,100	574,455	728,873	2,546,443	5,744,551	287,228	364,436	1,273,222					
21 Mariposa Co. - Mariposa Co. Dept. of Human Services	291,840	14,592	18,514	64,634	145,920	7,296	9,257	32,342					
22 Merced Service Area - Merced Co. CAA	1,330,406	66,520	84,402	294,871	665,203	33,260	42,201	147,436					
Madera	1,883,611	94,681	120,131	419,700	946,806	47,340	60,066	209,850					
Merced	3,224,017	161,201	204,533	714,571	1,612,009	80,600	102,267	357,286					
Service Area Total	210,974	10,549	13,384	46,760	105,487	5,274	6,692	23,380					
23 Modoc Co. - Redwood CAA	975,734	48,787	61,901	216,262	487,867	24,393	30,950	108,131					
24 Nevada Co. - Nevada Co. Dept. of Housing & Community Services	6,020,487	301,024	381,942	1,334,380	3,010,244	150,512	190,971	667,190					
25 Orange Co. - CAP of Orange Co.	1,001,264	50,063	63,521	221,920	500,632	25,032	31,760	110,960					
26 Placer Co. - Project Go, Inc.													
27 Plumas Service Area - Plumas Co. CDC													
Plumas	340,306	17,015	21,589	75,426	170,153	8,508	10,795	37,713					
Sierra	50,350	2,518	3,194	11,160	25,175	1,259	1,597	5,580					
Service Area Total	390,656	19,533	24,783	86,585	195,328	9,767	12,392	43,292					
28 Riverside Co. - CAP of Riverside Co.	7,639,783	381,989	484,671	1,693,281	3,819,892	190,995	242,336	846,640					
Sacramento	6,553,933	327,697	415,784	1,452,613	3,276,967	163,848	207,892	726,307					
29 Sacramento Service Area - CRP, Inc.	639,238	31,962	40,554	141,681	319,619	15,981	20,277	70,840					
Sutter	656,941	32,847	41,677	145,604	328,471	16,424	20,838	72,802					
Yuba													
Service Area Total	7,850,112	392,506	498,015	1,739,838	3,925,057	196,253	249,007	869,949					
30 San Bernardino Co. - CAP of San Bernardino Co.	8,985,030	449,252	570,014	1,991,441	4,492,515	224,626	285,007	985,721					
31 San Diego Co. - Area B - MAAC	2,492,928	124,646	158,152	552,553	1,246,464	62,323	79,076	276,266					
32 San Francisco Co. - EOC of San Francisco	2,592,106	129,605	164,444	574,514	1,286,053	64,803	82,222	287,287					
33 San Joaquin Co. - Dept. of Aging, Children's & Community Services	4,215,022	210,751	267,403	934,217	2,107,511	105,376	133,701	467,109					
34 San Luis Obispo - EOC of San Luis Obispo Co.	1,131,126	56,556	71,759	250,703	565,563	28,278	35,380	125,351					
35 San Mateo - CAA of San Mateo Co., Inc.	1,803,864	90,193	114,438	399,808	901,932	45,097	57,219	199,904					
36 Santa Barbara Co. - CAC of Santa Barbara Co.	1,760,163	88,008	111,665	390,123	880,082	44,004	55,833	195,061					
Santa Clara County													
37 Northern Area - CAA of San Mateo Co., Inc. (Interim)	3,973,276	198,664	252,066	880,637	1,986,638	99,332	126,033	440,318					
38 Southern Area - Central Coast Energy Services (Interim)	2,134,291	106,715	135,490	473,044	1,067,146	63,357	67,700	27,409					
39 Santa Cruz Service Area - Central Coast Energy Services	226,862	11,343	14,392	50,282	113,431	5,672	7,196	236,522					
Monterey													
San Benito	1,352,536	67,627	85,805	299,776	676,268	33,813	42,903	149,888					
Santa Cruz													
Service Area Total	3,713,689	185,685	235,587	823,102	1,856,845	92,842	117,799	411,551					

State of California

Department of Community Services and Development
 DRAFT Example of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF
 Administration, Training & Technical Assistance, and Health & Safety

	County/Service Area	Allocation	A	B	C	D	A	B	C	D
			100% Total	Allowable Admin	Allowable T&TA	Allowable H&S	50% Allocation	Allowable Admin	Allowable T&TA	Allowable H&S
40 Shasta/Tehama Service Area - SHSHIP, Inc.										
Shasta		1,878,631	93,932	119,181	416,380	939,316	46,986	59,591	208,190	
Tehama		775,999	38,800	49,230	171,992	388,000	19,400	24,615	85,996	
Service Area Total		2,654,630	132,732	168,411	588,372	1,327,316	66,366	84,206	294,186	
41 Siskiyou Co. - Great Northern Corporation		1,281,164	64,058	81,278	283,957	640,582	32,029	40,639	141,979	
42 ShastaCo. - CVOC, Inc.		2,782,846	131,142	176,545	616,790	1,391,423	69,571	88,272	308,395	
43 Tulare Co. - CSET, Inc.		4,112,752	205,638	260,915	911,550	2,056,376	102,819	130,457	455,775	
44 Ventura Co. - Community Action of Ventura Co., Inc.		2,000,661	100,033	126,923	443,426	1,000,331	50,017	63,461	221,713	
TOTALS		153,759,804	7,687,990	9,754,588	34,078,307	76,879,902	3,843,998	4,877,294	17,039,652	

DOE ARRA Amended Local Plan – Addendum 1 Cover Page

Due Date No later than 10 working days after the approval of the Davis-Bacon Plan

Email to Your field representative

Contact for Questions

Agency Name	Plumas County Community Development Commission
Contact Person	DAVID Mitchell
Title	Weatherization Coordinator
Phone Number	530 283-2466
Email	dmitchell@plumascdc.org

CSD Approval

Approved by:
Approval Date:

DOE ARRA Amended Local Plan – Addendum 1

Instructions	If you need additional funding for intake, outreach and/or client education, you must provide justification for the increased need. If you do not need any additional funding, enter zero under the first question for each expense line item below.
Additional Intake Justification	<p>Intake is currently limited to 2% of your total contract. How much additional funding will you need to support expanded or different approaches for carrying out intake services? (Enter the dollar amount.)</p> <input type="text" value="0"/>
	<p>If you are requesting additional funds, describe the differences in strategy and design for delivering intake as compared to what you proportionately spend in a normal year.</p> <input type="text"/>
Additional Outreach Justification	<p>Outreach is currently limited to 5% of your total contract. How much additional funding will you need to support expanded or different approaches for carrying out outreach services? (Enter the dollar amount.)</p> <input type="text" value="0"/>
	<p>If you are requesting additional funds, describe the differences in strategy and design for delivering outreach as compared to what you proportionately spend in a normal year.</p> <input type="text"/>
Additional Client Education Justification	<p>Client Education is currently limited to 5% of your total contract. How much additional funding will you need to support expanded or different approaches for carrying out client education services? (Enter the dollar amount.)</p> <input type="text" value="0"/>
	<p>If you are requesting additional funds, describe the difference in strategy and design for delivering client education as compared to what you proportionately spend in a normal year.</p> <input type="text"/>

EXHIBIT B
Standard Agreement

(2009 DOE WAP AMENDMENT 2)

DOE ARRA LOCAL PLAN - ADDENDUM H

EXHIBIT B
(Standard Agreement)

(2009 DOE WAP AMENDMENT 2)

RAMP UP SCHEDULE
Agency:

	Q1 2009	Q2 2009	Q3 2009	Q4 2009	Q1 2010	Q2 2010	Q3 2010	Q4 2010	Q1 2011	Q2 2011	Q3 2011	Q4 2011	Q1 2012	Q2 2012	Q3 2012	Q4 2012	Q1 2013	Q2 2013	Q3 2013	Q4 2013
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Job Creations - Agency	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Basic Weatherization	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spedality	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other -	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other -	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vander Equipment Purchase	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment -	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment -	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment -	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment -	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Comments:

Instructions

- These schedules replace all previous ones submitted as part of the DOE ARRA Local Plan.
- CSD will be reviewing the aggregate totals on a statewide basis to determine if the State will attain the 30% of estimated completed dwellings by 9/30/10.
- If agency can not forecast any activity in the 3rd quarter (Jan - Mar 2010), specific reasons must be given in the comments section above. Please bear in mind that DOE and the administration have expressed that they want states to spend out as quickly as possible and that each agency should put their best estimate forward.
- Base estimates for unit production on current DOE measures, reimbursement rates and historical data.
- The formulas for calculating the average cost per unit and the health and safety measure maximum are included in this addendum.

Expenditures by County -

- Enter the name of each county in your service territory on separate lines.
- For each county, enter the percentage of funds you plan to expend by the end of each quarter.

Unit Production By County -

- Enter the name of each county in your service territory on separate lines.

- For each county, enter the number of units you plan to complete by the end of each quarter.

Job Creations - Agency -

- Enter the number of employees by category that you estimate will be hired each quarter.

EXHIBIT B
(Standard Agreement)

RAMP UP SCHEDULE	2009	2010	2011	2012
Agency:	1	2	3	4

- Categories - If a new hire fits into more than one category, count the person only once. Place them in the category that requires the most training per the proposed training coursework in the instructions.

Job Creations ~ Subcontractors

- Enter the estimated number of jobs that will be created by contracting with subcontractors for both basic ux and specialty work.
- To help determine the number of jobs, base your estimate as if you were doing a direct hire rather than subcontracting.

Vehicle & Equipment Purchases over \$5,000 per Unit

- Enter the quantity of vehicles and equipment in the quarter you are planning to make the purchases even if only a portion of the purchase will be charged to ARRA.

Note: Although this sheet is protected, there is no password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.